

U.S. DISTRICT COURT WESTERN DISTRICT OF WASHINGTON



Attorney's Guide: Opening a Civil Case

Revised June 2013

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INTRODUCTION

Using this guide, you will learn how to electronically open and file a new civil action through the Electronic Case Filing system.

GETTING STARTED

Prepare Your Documents

Your next step is to prepare and convert your filing documents to PDF.

Prepare an initiating document, such as a:

- **Complaint**
- **Notice of Removal**
- **Motion to Proceed In Forma Pauperis with Written Consent**
- **Petition for Writ of Habeas Corpus**

Prepare as an attachment to your initiating document:

- **Civil Cover Sheet**

Prepare these documents as additional attachments if they apply to your case:

- **Report on Filing or Determination of an Action or Appeal Regarding a Copyright**
- **Report on Filing or Determination of an Action Regarding a Patent or Trademark**
- **Summons**

Download and save the **Summons** form found on the court's website at <http://www.wawd.uscourts.gov/court-forms> . Use this fillable form each time you post a summons to the court docket.

- Post each summons separately.
- Summons (es) will be issued by the court electronically the following day.
- You will receive a Notice of Electronic Filing (NEF) of the summons when the Clerk's Office enters it on the docket.
- Use the NEF hyperlink to retrieve the issued summons form to effect service of process.
- See **Appendix A** for document samples and instructions.

The following forms are also available for downloading from our court website:

<http://www.wawd.uscourts.gov/court-forms> .

- Civil Cover Sheet
- Report on Filing or Determination of an Action or Appeal Regarding a Copyright
- Report on Filing or Determination of an Action Regarding a Patent or Trademark
- Application to Proceed In Forma Pauperis with Written Consent
- Summons

Convert Documents to PDF Format

Convert a document by:

- Scanning to PDF
- Using the conversion software included in word processing programs such as Word.
- Downloading PDF conversion software, such as Adobe Standard or Professional.
- **Remember: Each PDF document should be under 5 MB (megabytes) in size.**

THE FILING FEE

- **As of May 1, 2013**, the filing fee is \$350.00 plus a \$50.00 administrative fee for a total of \$400.00.
- **NOTE:** The administrative fee does not apply to :
 - Miscellaneous civil cases (**Filing fee \$46**)
 - Habeas corpus cases (**Habeas case filing fee is \$5**)
 - Cases filed by pro se prisoner plaintiffs who have been provisionally granted permission to proceed *in forma pauperis*.
- You must pay the filing fee through **Pay.gov**, but there are a couple of options available to you:
 - **Bank Account (ACH):** ACH payments are like online checks; the funds are withdrawn from your bank account.
 - **Plastic Card Payment (Debit/Credit):** You can choose to pay the filing fee by debit or credit card.
- During case opening, you will be prompted for this payment and be guided through the **Pay.gov** screens, so have your card or banking information ready.
- See [Paying the Filing Fee](#) for details.

To Request a Waiver of the Filing Fee:


- Have your **Application to Proceed In Forma Pauperis with Written Consent** prepared to file as one of your initiating documents.
- For detailed instructions, see [Docketing the Lead Event](#).

OPENING YOUR CIVIL CASE

Do not start opening your case unless you are prepared to post your initiating document(s).

- Remember they must be in **PDF format** and saved on your computer.
- Be sure you have a copy of your cover sheet available. You will need to refer to it later in this process.

Now that you are ready to open your case, let's get started. Log into CM/ECF as you normally would to file documents. (Remember, you don't need a client code.)

Authentication
Login:
Password:
client code: 

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.
☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

On the blue tool bar select “Civil.”



Under “**Open a Case**” you will see the link to: “**Attorney Case Opening.**” Click on this link to begin opening your case.

Civil Events

Open A Case
[Attorney Case Opening](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Service of Process](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Sealed Motions](#)
[Responses, Replies and Supporting Documents](#)

Other Filings
[Discovery Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)
[Sealed Documents](#)

On the **Open a Civil Case** screen, select your case specific information.

At the “**Office**” dropdown box select either Seattle or Tacoma option. This is dependent upon which location your case is being filed.

Open a Civil Case

Office Seattle ▼ **Case type** CV ▼

Date filed: 4/16/2013

Lead case number

Association type ▼

Other court name

Other court number

☐ **Related cases**

See **Appendix G** for a copy of Local **Civil Rule CR5 (e)** to see which counties pertain to each office.

At the “**Case Type**” dropdown box select “**cv**” for civil case.

Open a Civil Case

Office Case type

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ Related cases

At the “**Date Filed**” section, you will notice that the date filed is automatically filled in. You will not be able to modify this date.

Open a Civil Case

Office Case type

Date filed:

Lead case number

Association type

Other court name

Other court number

☐ Related cases

Leave both the **Lead Case Number** box and the **Association Type** box blank.

Open a Civil Case

Office **Case type**

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ **Related cases**

The “**Other Court Name**” box is left blank, unless you are filing a removal case. If this is a removal case put the name of the originating court in the box.

Open a Civil Case

Office **Case type**

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ **Related cases**

An example of “Other Court Name” could be **King County Superior Court**.

Open a Civil Case

Office Case type

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ Related cases

The “Other Court Number” box is left blank unless you are filing a removal case. If this is a removal case you would put the case number of the originating court in the box.

Open a Civil Case

Office Case type

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ Related cases

An example of “Other Court Number” is 09-2-000000-0-SEA.

Open a Civil Case

Office Case type

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ Related cases

Do not check the “Related Cases” box. If there are related cases, you should note them on the **Civil Cover Sheet**, not here.

Open a Civil Case

Office Case type

Date filed: 4/16/2013

Lead case number

Association type

Other court name

Other court number

☐ Related cases

Once you have entered your case data information, select the “**NEXT**” button to move to the next screen. If you need to start over on this page, select the “**CLEAR**” button and it will erase all of your entries.

This next screen asks for information which can be taken directly from your Civil Cover Sheet. Make sure to have it available so you can refer to it.

The first box is the **Jurisdiction** box. Use the dropdown list to select the case jurisdiction information for your case. This box defaults to “3: Federal Question.”

Open a Civil Case

Jurisdiction 3 (Federal Question) ▼

Cause of action ▼ Filter: Clear filter

Nature of suit 0 (zero) ▼ Filter: Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ **Class action** n (No Class Action Alleged) ▼ **Demand (\$000)**

Arbitration code ▼ **County** Clallam ▼

Fee status pd (paid) ▼ **Fee date** 4/16/2013 **Date transfer**

For this example, we will select “4 (Diversity)” for the case jurisdiction.

Open a Civil Case

Jurisdiction 4 (Diversity) ▼

Cause of action ▼ Filter: Clear filter

Nature of suit 0 (zero) ▼ Filter: Clear filter

Origin 1 (Original Proceeding) ▼

Citizenship plaintiff ▼

Citizenship defendant ▼

Jury demand n (None) ▼ **Class action** n (No Class Action Alleged) ▼ **Demand (\$000)**

Arbitration code ▼ **County** Clallam ▼

Fee status pd (paid) ▼ **Fee date** 4/16/2013 **Date transfer**

Cause of Action and Nature of Suit Filter Fields

Now you will select the Cause of Action for your case. Just to the right of the cause of action box is a “Filter” box. This allows you to search for the cause of action by entering the cause of action number.

For this example, we are going to select **Declaratory Judgment 28:2201dj**. You can start typing the cause of action in the filter box and it will search the list for you instead of having to scroll through the entire list.

Open a Civil Case

Jurisdiction	4 (Diversity)	
Cause of action	28:2201dj (28:2201 Declaratory Judgement)	Filter: 28:2201dj <input type="button" value="Clear filter"/>
Nature of suit	0 (zero)	Filter: <input type="text"/> <input type="button" value="Clear filter"/>
Origin	1 (Original Proceeding)	
Citizenship plaintiff	<input type="text"/>	
Citizenship defendant	<input type="text"/>	
Jury demand	n (None)	Class action n (No Class Action Alleged) Demand (\$000) <input type="text"/>
Arbitration code	<input type="text"/>	County Clallam
Fee status	pd (paid)	Fee date 4/16/2013 Date transfer <input type="text"/>

The next box is the **Nature of Suit**. Start typing the nature of suit in the filter box. For this example, we will select “**Contract: Other**” for the nature of suit.

Open a Civil Case

Jurisdiction	4 (Diversity)	
Cause of action	28:2201dj (28:2201 Declaratory Judgement)	Filter: 28:2201dj <input type="button" value="Clear filter"/>
Nature of suit	190 (Contract: Other)	Filter: 190 <input type="button" value="Clear filter"/>
Origin	1 (Original Proceeding)	
Citizenship plaintiff		
Citizenship defendant		
Jury demand	n (None)	Class action n (No Class Action Alleged) Demand (\$000)
Arbitration code		County Clallam
Fee status	pd (paid)	Fee date 4/16/2013 Date transfer
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

Although there are a variety of options in the Origin dropdown list, you will only select either:

- **(1)Original Proceeding or**
- **(2)Removal from State Court.**

For this example, we are going to use **(1) Original Proceeding**.

Open a Civil Case

Jurisdiction	4 (Diversity)	
Cause of action	28:2201dj (28:2201 Declaratory Judgement)	Filter: 28:2201dj <input type="button" value="Clear filter"/>
Nature of suit	190 (Contract: Other)	Filter: 190 <input type="button" value="Clear filter"/>
Origin	1 (Original Proceeding)	
Citizenship plaintiff		
Citizenship defendant		
Jury demand	n (None)	Class action n (No Class Action Alleged) Demand (\$000)
Arbitration code		County Clallam
Fee status	pd (paid)	Fee date 4/16/2013 Date transfer
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	

The **Citizenship Plaintiff** and the **Citizenship Defendant** dropdown boxes are used only in diversity cases. You would leave these boxes blank unless your case is a diversity case. We are going to select **“4: Incorporated/Principal Place of Business –This State”** as our **Citizenship Plaintiff** option. For **Citizenship Defendant** we are going to select **“5: Incorporated/Principal Place of Business- Other State”** from the dropdown list.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	n (None) ▼	Class action	n (No Class Action Alleged) ▼
Demand (\$000)			
Arbitration code			
County	Clallam ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

If you are requesting a **Jury Demand** you will select an option in the dropdown list.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼ b (Both) d (Defendant) n (None) p (Plaintiff)		
Class action	n (No Class Action Alleged) ▼		
Demand (\$000)			
Arbitration code			
County	Clallam ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Remember: If you are requesting a **Jury Demand** in your case you must also demand this in your Complaint.

Let's address the NEXT three options:

- **Class Action**
- **Demand**
- **Arbitration Code**

The Class Action box defaults to “n (No Class Action Alleged)”, the Demand and Arbitration boxes are **blank**.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼
Arbitration code	▼	Demand (\$000)	
County	Clallam ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Do not change the default Class Action box from “n” and do not fill in any Demand amount or Arbitration code.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼
Arbitration code	▼	Demand (\$000)	
County	Clallam ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

The next box is the **County** box. From the dropdown list choose the county of the plaintiff's residence or place of business.

Open a Civil Case

Jurisdiction 4 (Diversity)
Cause of action 0 (No cause code entered) Filter: 28:2201 Clear filter
Nature of suit 190 (Contract: Other) Filter: 190 Clear filter
Origin 1 (Original Proceeding)
Citizenship plaintiff 4 (Incorporated/Principal Place of Business-This State)
Citizenship defendant 5 (Incorporated/Principal Place of Business-Other State)
Jury demand p (Plaintiff) **Class action** n (No Class Action Alleged) **Demand (\$000)**
Arbitration code **County** King
Fee status pd (paid) **Fee date** 4/1
Next Clear

Clallam
 Clark
 Cowlitz
 Grays Harbor
 Island
 Jefferson
 King
 Kitsap
 Lewis
 Mason
 Pacific
 Pierce
 San Juan
 Skagit
 Skamania
 Snohomish
 Thurston
 Wahkiakum
 Whatcom
 XX US, Outside District
 XX Outside US

The Fee Status box has five choices in the dropdown list:

- **FP (In Forma Pauperis):** This option is **NOT** used in this court.
- **None (No fee required):** This is used when the USA is the party filing the case, or for actions such as 2255 Petitions.
- **PD (Paid):** Payment of the regular civil filing fee through Pay.Gov.
See <http://www.wawd.uscourts.gov/financial/paying-fees> for fee schedule.
- **Pend (IFP Pending):** When an In Forma Pauperis application is pending and requires an IFP Application.
See <http://www.wawd.uscourts.gov/attorneys/attorney-case-opening> for forms.
- **WV (Waived):** When the fee is waived and applies to **Jones Act cases** only.

Please leave the fee status PD unless you are a US attorney or filing In Forma Pauperis.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼
Demand (\$000)			
Arbitration code	▼		
County	King ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
Next	Clear		

pd (paid)

fp (in forma pauperis)

none (no fee required)

pd (paid)

pend (IFP pending)

wv (waived)

The **fee date** box will automatically be filled in.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼
Demand (\$000)			
Arbitration code	▼		
County	King ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
Next	Clear		

Leave the **date transfer** box blank.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼
Demand (\$000)			
Arbitration code			
County	King ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Look over this screen and make sure you entered the correct case information. Once you are confident that your case information is correct you are ready to proceed and select “NEXT” to move to the next screen.

Open a Civil Case

Jurisdiction	4 (Diversity) ▼		
Cause of action	28:2201dj (28:2201 Declaratory Judgement) ▼	Filter: 28:2201dj	Clear filter
Nature of suit	190 (Contract: Other) ▼	Filter: 190	Clear filter
Origin	1 (Original Proceeding) ▼		
Citizenship plaintiff	4 (Incorporated/Principal Place of Business-This State) ▼		
Citizenship defendant	5 (Incorporated/Principal Place of Business-Other State) ▼		
Jury demand	p (Plaintiff) ▼	Class action	n (No Class Action Alleged) ▼
Demand (\$000)			
Arbitration code			
County	King ▼		
Fee status	pd (paid) ▼	Fee date	4/16/2013
Date transfer			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

EMERGENCY MATTERS

CM/ECF will prompt you to answer **Yes or No** if your initial filing includes a Temporary Restraining Order, a Motion for Vessel Arrest, or any other emergency motion requiring immediate action by the court

Open a Civil Case

Will your initial filing include a Temporary Restraining Order, or a Motion for Vessel Arrest, or any other emergency motion requiring immediate action by the court?

☐ YES

☐ NO

Next

Clear

If you answer **yes**, you will be instructed to call the Clerk's Office immediately after posting the **Emergency Motion/Temporary Restraining Order** (during regular business hours). Have your case number ready.

Open a Civil Case

You **MUST** call the Clerks Office immediately after posting the Emergency Motion/Temporary Restraining Order (During regular business hours).

Clerks Office 206-370-8400 then select 0

Next

Clear

- The Clerk's Office will assign a judge to your case and notify them of the emergency.
- To ensure that your case receives the immediate attention it needs, **please file prior to 4:30 P.M.**

ADDING PARTIES

Before you get started, have your Complaint available. You will need this to add all parties in this case opening process.

- This screen will allow you to enter your party names and do a search to see if these parties are already in the court's database.
- This screen and all subsequent screens begin displaying a partial case number. A full case number will be assigned at the completion of the case opening process.
- **Notice of Removal cases** are opened by using the original caption from the state court. For example, if the defendant is the “filer” of the removal case in Federal Court and they remain the defendant in the case filed here.
- **DO NOT** select the browser back button **at any time** during the ‘Add Parties’ process. You will lose your entire work product. If you need to make a change to your party selection or simply change the spelling, utilize the icons provided in the participant tree.

Open a Civil Case

Add New Party Create Case

Collapse All Expand All

2:13-cv-????

Search for a party

Last / Business Name First Name Middle Name

Search

See [Entering Party Names \(PDF\)](#) for examples of how to search party names in a way that will find appropriate matches.

In the Last/Business Name field, enter the party name, surname or company name only and select **Search**.

- Do not enter any other descriptive text in this field. The Party Text field is for that purpose.

Example: The case we will be opening is a civil case entitled: **“Evergreen Gardens vs. Grass Roots Inc.”**

Let’s get started by entering the plaintiff’s name, **“Evergreen Gardens”**, and then select **Search**.

Open a Civil Case

Add New Party Create Case

Collapse All Expand All

2:13-cv-????

Search for a party

Last / Business Name First Name Middle Name

Evergreen Gardens

Search

- If you find an exact match from the list, highlight the name from the list and click on the **“Select Party”** button.
 - If no match is found, no name will appear in the **Last/Business Name** box, and search results will state **“Search returned no results. Please try again or create a new party.”**
- If you do not find an exact match, click on the **“Create New Party”** button.

Open a Civil Case

Add New Party

Create Case

Collapse All

Expand All

2:13-cv-?????

Search for a party

Last / Business Name

Evergreen Gardens

First Name

Middle Name

Search

Search Results

Evergreen Gardens

Select Party

Create New Party

Once you have highlighted a name match or selected the **“Create New Party”** name button, CM/ECF will display the party information screen. You will notice your party name on this screen. Let’s proceed with entering your party information.

Open a Civil Case

[Add New Party](#) [Create Case](#) **Party Information**
Evergreen Gardens

[Collapse All](#) [Expand All](#)
2:13-cv-?????

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 ☐ Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

[Add Party](#)
[Start a New Search](#)

The **Title** box is where you would enter title abbreviations such as **Dr, Sgt, Hon, Rev**, as appropriate. Do not put periods after the abbreviation. Leave this field blank if no title applies.

Party Information
Evergreen Gardens

Title **Claim no.**

Role ▼

Pro se ▼

Prisoner Id **Unit**

Office

Address1

Address 2 ☐ **Show this address on the docket sheet**

Address 3 **City**

State **Zip** **Country**

Prison ▼

Phone **Fax**

E-mail

Party text

Start date **End date**

Corporation ▼ **Notice** ▼

[Start a New Search](#)

Now you will select the party's role from the drop-down menu. The first party entered is the **Plaintiff or Petitioner (for Habeas Corpus Petitions)**. The parties should be entered in the manner and in the order in which they are captioned on the initiating document being filed. (Keep in mind the party name examples.)

Party Information		Evergreen Gardens	
Title	<input type="text"/>	Claim no.	<input type="text"/>
Role	Plaintiff (pla:pty) ▼		
Pro se	Debtor-in-Possession (dbpos:pty)		
Prisoner Id	Defendant (dft:pty)	Unit	<input type="text"/>
	Defendant/Appellant (dft/a:pty)		
	Defendant/Appellee (dft/e:pty)		
Office	Garnishee (gar:pty)		
	In Re (inre:pty)		
Address1	In Re (in:pty)		
	In Re (in-re:pty)		
Address 2	Interested Party (ip:pty)	<input type="checkbox"/>	Show this address on the docket sheet
	Interpleader (intpl:pty)		
Address 3	Intervenor (intv:pty)	City	<input type="text"/>
	Intervenor Defendant (intvd:pty)		
State	Intervenor Plaintiff (intvp:pty)	Country	<input type="text"/>
	Material Witness (mw:pty)		
Prison	Mediator (med:pty)		<input type="text"/>
	Movant (mov:pty)		
Phone	Nominal Defendant (nd:pty)	Fax	<input type="text"/>
	Objector (obj:pty)		
E-mail	Petitioner (pet:pty)		
	Plaintiff (pla:pty)		
Party text	Plaintiff/Appellant (pla/a:pty)		<input type="text"/>
	Plaintiff/Appellee (pla/e:pty)		
Start date	Receiver (rc:pty)	End date	<input type="text"/>
	Relator (rel:pty)		
Corporation	Respondent (res:pty)	Notice	yes ▼
<input type="button" value="Save Changes"/>	Special Master (sm:pty)		
Start a New Session	ThirdParty Defendant (3pd:pty)		
	ThirdParty Plaintiff (3pp:pty)		
	Trustee (trust:pty)		
	Unknown (unk:pty)		

Do not enter any represented party information in the address, phone number, fax, or email box, **UNLESS** the party is Pro Se. Then enter the address and phone number *ONLY*. Do not include the e-mail.

Party Information
Evergreen Gardens

Title	<input type="text"/>	Claim no.	<input type="text"/>
Role	<input type="text" value="Plaintiff (pla:pty)"/>		
Pro se	<input type="text" value="No"/>		
Prisoner Id	<input type="text"/>	Unit	<input type="text"/>
Office	<input type="text"/>		
Address1	<input type="text"/>		
Address 2	<input type="text"/>	<input type="checkbox"/>	Show this address on the docket sheet
Address 3	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
		Country	<input type="text"/>
Prison	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text	<input type="text"/>		
Start date	<input type="text" value="04/16/2013"/>	End date	<input type="text"/>
Corporation	<input type="text" value="no"/>	Notice	<input type="text" value="yes"/>

[Start a New Search](#)

The **Party Text** field is for information describing the party in further detail. (Remember, you should not be using the Last Name field for this.) For example, if the party is a company, enter **“a Washington corporation.”** Identify the party as **“an individual”** or **“husband and wife, and the marital community.”**

In our case sample, we will enter **“a Washington corporation”** in the text box for Plaintiff **Evergreen Gardens.**

Party Information	
Evergreen Gardens	
Title	<input type="text"/>
Claim no.	<input type="text"/>
Role	Plaintiff (pla:pty) ▼
Pro se	No ▼
Prisoner Id	<input type="text"/>
Unit	<input type="text"/>
Office	<input type="text"/>
Address1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>
Prison	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Party text	<input type="text" value="a Washington corporation"/>
Start date	04/16/2013
End date	<input type="text"/>
Corporation	no ▼
Notice	yes ▼
<input type="button" value="Save Changes"/>	
Start a New Search	

The start date box will automatically fill in with the current date. You will not be able to modify this date.


Party Information	
Evergreen Gardens	
Title <input type="text"/>	Claim no. <input type="text"/>
Role <input type="text" value="Plaintiff (pla:pty)"/>	
Pro se <input type="text" value="No"/>	
Prisoner Id <input type="text"/>	Unit <input type="text"/>
Office <input type="text"/>	
Address1 <input type="text"/>	
Address 2 <input type="text"/>	<input type="checkbox"/> Show this address on the docket sheet
Address 3 <input type="text"/>	City <input type="text"/>
State <input type="text"/> Zip <input type="text"/>	Country <input type="text"/>
Prison <input type="text"/>	
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Party text <input type="text" value="a Washington corporation"/>	
Start date <input type="text" value="04/16/2013"/>	End date <input type="text"/>
Corporation <input type="text" value="no"/>	Notice <input type="text" value="yes"/>
<input type="button" value="Save Changes"/>	
Start a New Search	

Since you logged into ECF as the attorney filing this case, you do not need to enter your name as attorney of record. The ECF system will ask you later in this process if you are associated with the party that you are representing.

If you are not adding any additional attorneys select the **Add Party** button.

Party Information	
Evergreen Gardens	
Title	<input type="text"/>
Role	Plaintiff (pla:pty) ▼
Pro se	No ▼
Prisoner Id	<input type="text"/>
Unit	<input type="text"/>
Office	<input type="text"/>
Address1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>
Prison	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Party text	a Washington corporation
Start date	4/16/2013
End date	<input type="text"/>
Corporation	no ▼
Notice	yes ▼
<input type="button" value="Add Party"/>	
Start a New Search	

ADDING ADDITIONAL ATTORNEYS

You may enter additional attorneys associated with this case by selecting the Add Attorney  icon next to Attorney.

Open a Civil Case


Add New Party


Create Case


Collapse All


Expand All

2:13-cv-????

Evergreen Gardens pla. 

Alias 

Corporate Parent or other affiliate 

Attorney 

Search for a party

Last / Business Name






First Name

Middle Name

Search

Icons

These icons located next to the names on the left allow you to make modifications, edits and add new alias. These are the Icon Descriptions:

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

When you click on the add attorney icon, you will go to the **Attorney** search screen, which resembles the **Party Search** screen.

Let's add Jon Smith as an additional attorney in this case and then select **Search**.

Search for an attorney for Evergreen Gardens

Bar Id

Last Name First Name Middle Name

As with the Party Search screen, you will see search results which allow you to select the attorney's name from the dropdown list. Choose the attorney from the dropdown list. You can only add additional attorneys that are registered with CM/ECF. **DO NOT enter Pro Hac Vice Attorneys.**

Search for an attorney for Evergreen Gardens

Bar Id

Last Name First Name Middle Name

Search Results

- Smith, Jon
- Smith, Jonas David
- Smith, Jonathan B
- Smith, Jonathan S

Once you have highlighted the attorney's name from the list, you will click on **"Select Attorney"**.

Search for an attorney for Evergreen Gardens

Bar Id

Last Name First Name Middle Name

Search Results

- Smith, Jon
- Smith, Jonas David
- Smith, Jonathan B
- Smith, Jonathan S

On the Attorney Information screen, **do not** alter the information in the fields. Do not report a change of address to the Clerk's Office. Clerk's Office staff will verify the information for the attorney.

Attorney Information
Jon Smith

Title	12345	Unit	
Office	LAW OFFICE OF JON SMITH	Address 1	800 STEWART ST
Address 2	STE 111	Address 3	
City	SEATTLE	State	WA
Zip	98101	Country	US
Phone	206-370-8444	Fax	
E-mail	jsmith@example.com	Pro Hac Vice	no
Lead attorney	yes	Designation	Retained
Seal Flag	yes	Notice	yes
Start date	4/19/2013	End date	

Add Attorney
[Start a New Search](#)

Accept the information by clicking **“Add Attorney”**. This returns you to the Attorney Information screen.

- Notice the attorney name you just added on the left screen for the party Evergreen Gardens.
- Repeat this process until you get all the associated attorneys entered.

Open a Civil Case

Add New Party

Create Case

Collapse All

Expand All

2:13-cv-????

Evergreen Gardens

Alias

Corporate Parent or other affiliate

Attorney

Jon Smith

Search for an attorney for Evergreen Gardens

Bar Id

Last Name

First Name

Middle Name

Search

Once you have all the attorney names entered, select the **Add New Party** button. This will bring you back to the Party Information screen so you can continue to add all parties.

ADDING AN ALIAS

If you are adding an alias, select the Alias icon.

Open a Civil Case

Add New Party

Create Case

Collapse All

Expand All

2:13-cv-????

Evergreen Gardens

Alias

Corporate Parent or other affiliate

Attorney

Jon Smith

Search for an alias for Evergreen Gardens

Last / Business Name

Search

Search for the name of the alias.

The screenshot shows a web application interface for managing legal cases. On the left, there is a sidebar with a tree view. The root node is '2:13-cv-????'. It has three children: 'Evergreen Gardens' (with a 'pla.' label and a red 'X' icon), 'Alias' (with a green plus icon), and 'Corporate Parent or other affiliate' (with a green plus icon). The 'Evergreen Gardens' node is expanded, showing two sub-nodes: 'Attorney' (with a green plus icon and a document icon) and 'Jon Smith' (with a red 'X' icon). Above the sidebar are two buttons: 'Add New Party' and 'Create Case'. Below the sidebar are two links: 'Collapse All' and 'Expand All'. On the right, there is a search section titled 'Search for an alias for Evergreen Gardens'. It contains a text input field labeled 'Last / Business Name' with the value 'Evergreen Lawn and'. Below the input field is a 'Search' button.

Highlight the name from the list of search results and click **Select Alias**, or click **Create New Alias** if there are no search results.

This screenshot shows the same interface as the previous one, but with search results displayed. The search section on the right now has a 'Search Results' label above a list box. The list box contains one entry: 'Evergreen Lawn and Garden', which is highlighted with a blue background. Below the list box are two buttons: 'Select Alias' and 'Create New Alias'. The sidebar and other elements remain the same as in the previous screenshot.

Select the Alias Role Type from a drop down list.

Open a Civil Case

[Collapse All](#) [Expand All](#)

2:13-cv-????

- Evergreen Gardens
- Alias
- Corporate Parent or other affiliate
- Attorney
- Jon Smith

Alias Information

Last/Business name: Evergreen Lawn and Garden First name:

Middle name:

Generation:

Start date: 4/16/2013

Type:

[Add Alias](#) [Start a New Search](#)

- agent
- aka
- assign
- dba
- div
- est
- exrel
- fdbba
- fka**
- nee
- nka
- obo
- other
- pro
- rpi
- suc
- ta

The Alias role options from the drop down list are identified below

Agent:	Agent of
Aka:	Also know as
Assign:	As assignee of
Dbas:	Doing business as
Div:	A division of
Est:	Estate of
Exrel:	Ex Rel
Fdba:	Formerly doing business as
FKA:	Formerly known as
Nee:	Born (usually refers to maiden name)
Nka:	Now known as
Obo:	On behalf of
Other:	Other
Pro:	Personal representative of
Rpi:	Real party interest
Suc:	Successor in interest
Ta:	Trading as

Now that you have your Alias name entered and the role selected, select the “Add Alias” button. This will return you to the Party Information screen.

Open a Civil Case

The screenshot shows the 'Open a Civil Case' interface. On the left, there is a tree view under the case number '2:13-cv-????'. It includes 'Evergreen Gardens' (with a 'pla' icon), an 'Alias' (with a green plus icon), 'Corporate Parent or other affiliate' (with a green plus icon), and 'Attorney' (with a green plus icon and a document icon). Under 'Attorney' is 'Jon Smith' (with a red X icon). On the right, the 'Alias Information' section contains fields for 'Last/Business name' (filled with 'Evergreen Lawn and Garden'), 'First name' (empty), 'Middle name' (empty), 'Generation' (empty), 'Type' (set to 'fka' in a dropdown), and 'Start date' (filled with '4/16/2013'). Below these fields, the 'Add Alias' button is highlighted with a red rectangle, and there is a link for 'Start a New Search'.

CORPORATE PARENT OR OTHER AFFILIATE

The next option is the “Corporate Parent or Other Affiliate” button.

- **DO NOT SELECT THIS OPTION.**
- You are required to file a **Corporate Disclosure Statement** which provides this information, and add all corporate parents and other affiliates to the case during the filing of the Corporate Disclosure Statement.

Open a Civil Case

This screenshot shows the same 'Open a Civil Case' interface. In the tree view on the left, the 'Corporate Parent or other affiliate' option is now crossed out with a large red X. The 'Alias' option remains selected. The right-hand 'Alias Information' section is no longer visible, replaced by a 'Search for a party' section with input fields for 'Last / Business Name', 'First Name', and 'Middle Name', and a 'Search' button.

When you are satisfied that the information for the first party is correct, click on “Add New Party” and proceed to the next party. Enter all parties in this same manner.

Finish adding all your parties before proceeding to the next step.

CREATE CASE

ONLY when you are finished adding all parties, click on the **Create Case** button on the Participant Tree. Once you click **Create Case**, you will not be able to go back and add any further parties to the case.

Clerk's Office staff checks all new cases filed electronically and will verify and add any missing parties.

The screenshot shows a web interface titled "Open a Civil Case". At the top, there are two buttons: "Add New Party" and "Create Case". The "Create Case" button is highlighted with a red rectangular box. Below these buttons, on the left, is a "Participant Tree" with a "Collapse All" link and an "Expand All" link. The tree contains the following structure:

- 2:13-cv-????
 - Evergreen Gardens pla. [edit] [delete]
 - Alias [add]
 - Evergreen Lawn and Garden [edit] [delete]
 - Corporate Parent or other affiliate [add]
 - Attorney [add] [delete]
 - Jon Smith [edit] [delete]
 - Grass Roots Inc. dft. [edit] [delete]
 - Alias [add]
 - Corporate Parent or other affiliate [add]
 - Attorney [add] [delete]

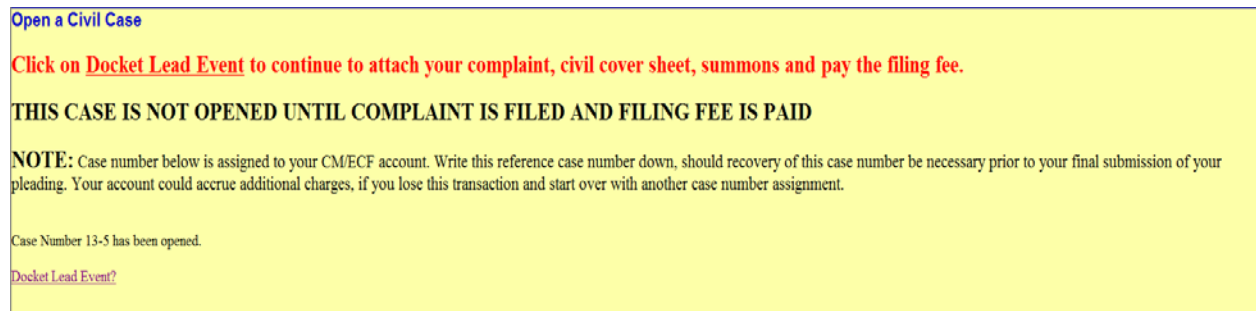
On the right side of the interface, there is a "Search for a party" section with three input fields: "Last / Business Name", "First Name", and "Middle Name", followed by a "Search" button.

Once the "Create Case" button is selected, you will see the box below that states: **"Case will be created. Proceed?"** Select **"Yes"** if you are ready to proceed with filing of this case.

Note: this case will not be opened until the complaint is filed and the filing fee is paid.

The screenshot shows a dialog box titled "Case Opening". Inside the dialog, the text "Case will be created. Proceed?" is displayed. Below the text are two buttons: "Yes" and "No".

The **Open a Civil Case** screen instructs you to click on the **Docket Lead Event** hyperlink to continue to attach your complaint, civil cover sheet, and summons and pay the filing fee.



Open a Civil Case

Click on [Docket Lead Event](#) to continue to attach your complaint, civil cover sheet, summons and pay the filing fee.

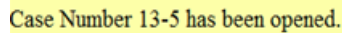
THIS CASE IS NOT OPENED UNTIL COMPLAINT IS FILED AND FILING FEE IS PAID

NOTE: Case number below is assigned to your CM/ECF account. Write this reference case number down, should recovery of this case number be necessary prior to your final submission of your pleading. Your account could accrue additional charges, if you lose this transaction and start over with another case number assignment.

Case Number 13-5 has been opened.

[Docket Lead Event?](#)

The ECF system has assigned a case number and states that this case has been opened. Write this reference number down, should recovery of this case number be necessary prior to your final submission of your pleading.

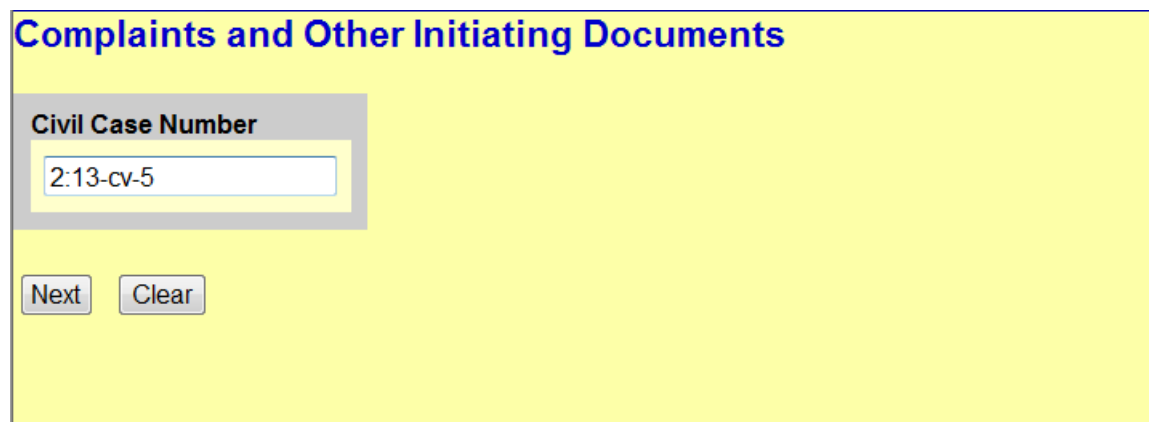


Case Number 13-5 has been opened.

DOCKETING THE LEAD EVENT

Now that the case has been successfully created, the “Lead Event”, or your initiating documents, need to be docketed, or entered, in the case.

- Click on “Docket Lead Event?” to proceed.
- ECF will automatically open the event Complaints and Initiating Documents and populate your case number. Click **Next**.



Complaints and Other Initiating Documents

Civil Case Number

2:13-cv-5

Next Clear

You will notice that the case number and party name appears. Click **NEXT** to accept.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Next

Clear

Lead Event Types

There are **four** types of initiating documents or “lead events” to choose from. Each has its own unique workflow.

- **Complaint**
- **Petition for Writ of Habeas Corpus**
- **Notice of Removal**
- **Motion to Proceed In Forma Pauperis**

Complaint

Select Complaint from the **Available Events** menu. Clicking on the word "Complaint" places it in the Selected Event box. Click **NEXT**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Available Events (click to select an event)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Petition
- Application and Affidavit for Seizure Warrant
- Application for Stay of Execution
- Application for Writ of Garnishment
- Complaint**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership

Selected Event
Complaint

Next Clear

Select the party filing the document that being represented by you in this case and click **NEXT**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Pick Filer

[Collapse All](#) [Expand All](#)

- Evergreen Gardens** pla
- Grass Roots Inc** dft

Select the filer.

Select the Party:

- Evergreen Gardens [pla]**
- Grass Roots Inc [dft]

Next Clear New Filer

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Evergreen Gardens (pty:pla) represented by Test Attorney 5 (aty) ☒ Notice

Next

Clear

Select the party or parties you are filing against.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties, or click on the **All Defendants** radio button.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Pick Party

[Collapse All](#)

[Expand All](#)

☒ Evergreen Gardens pla

☐ Grass Roots Inc dft

Please select the party that this filing is **against**.

Select the Party:

OR

Select a Group:

Evergreen Gardens [pla]

Grass Roots Inc [dft]

- ☒ No Group
- ☐ All Defendants
- ☐ All Plaintiffs
- ☐ All Parties

Next

Clear

New Party

Attach the Complaint

All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size.

- Starting with the Main Document, click **Browse**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

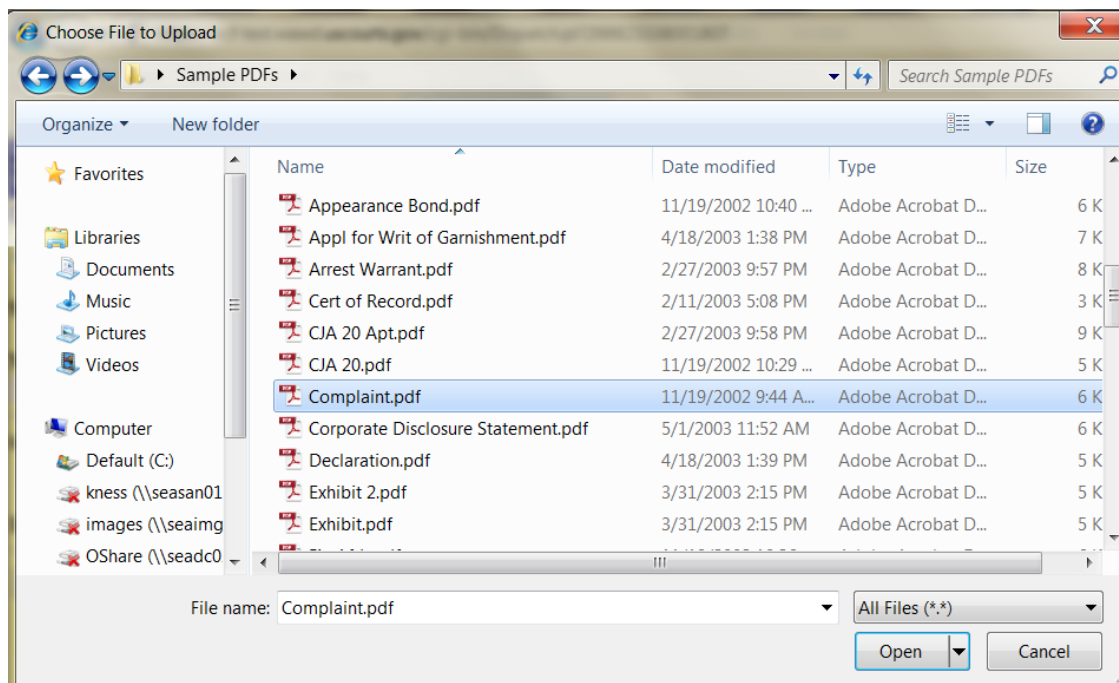
Select the pdf document and any attachments.

Main Document

test

Attachments	Category	Description
1. <input type="text"/> <input data-bbox="527 636 633 661" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

- Navigate to the appropriate directory and file on your computer to locate the Complaint. Always check your document before you upload it. Right click on the filename and choose Open from the right click menu to do this.
- With the file name highlighted, click Open, or simply Double click on the file name to upload the file to CM/ECF.



- The name of your document will appear in the Filename window.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
 C:\Users\kness\Desktop\Sample PDFs\C Browse...

test

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

- To attach the Civil Cover Sheet (**not applicable for Habeas Corpus cases**), click **Browse** under **Attachment #1**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

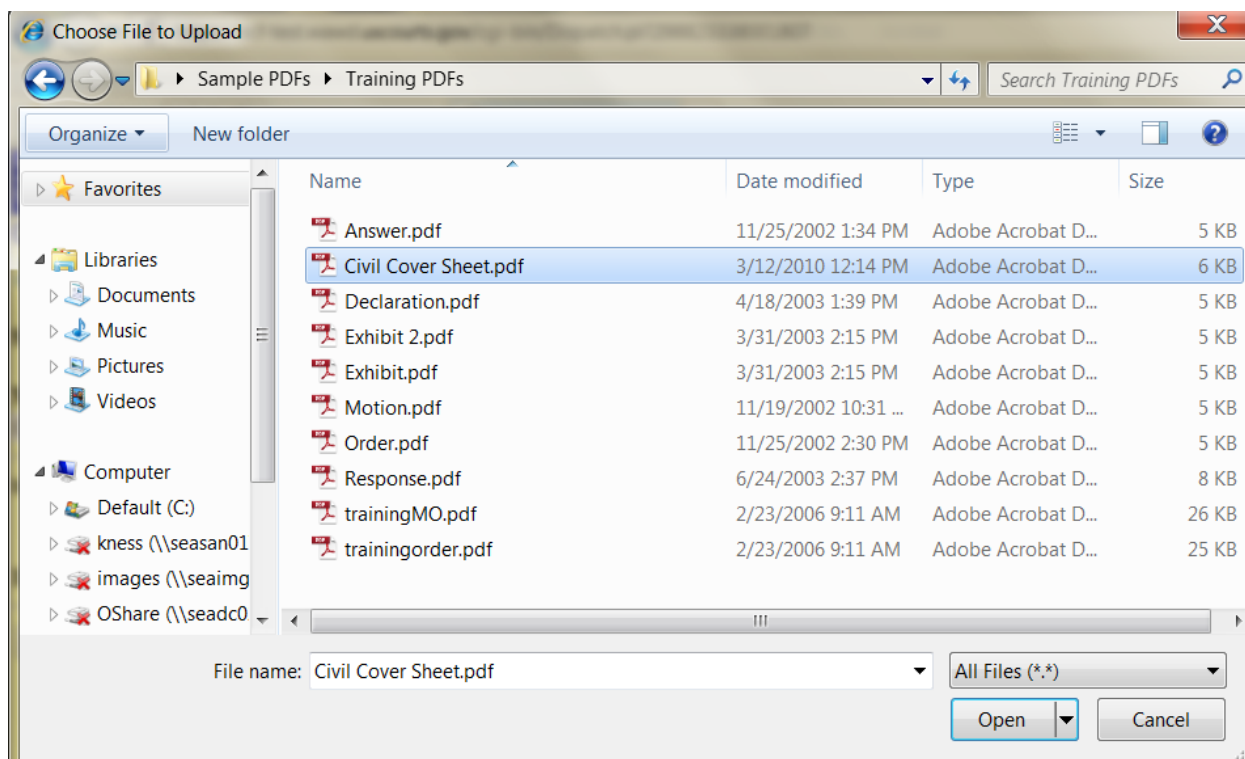
Main Document
 C:\Users\kness\Desktop\Sample PDFs\C Browse...

test

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Navigate to the appropriate directory and file on your computer to locate the Civil Cover Sheet. After verifying it is the correct Civil Cover Sheet, with the file name highlighted, click Open, or simply Double click on the file name.



The name of your document will appear in the Filename window.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document

C:\Users\kness\Desktop\Sample PDFs\C Browse...

test

Attachments	Category	Description
1. C:\Users\kness\Desktop\Sample PDFs\T Browse...		Remove
2. Browse...		

Next Clear

Describe the Civil Cover Sheet using the **Category** drop down list.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document

C:\Users\kness\Desktop\Sample PDFs\C Browse...

test

Attachments	Category	Description
1. C:\Users\kness\Desktop\Sample PDFs\T Browse...	Civil Cover Sheet	<input type="text"/> Remove
2. <input type="text"/> Browse...	Appendix Certificate of Service Civil Cover Sheet Errata Exhibit Proposed Acceptance of Plea Proposed Order Report on Copyrights (AO Form121) Report on Patents and Trademarks (AO Form120) Supplement Summons	<input type="text"/>

Next Clear

Attach the Summons

Prepare one summons per defendant, convert to PDF and file as separate attachments.

Click **Browse** under **Attachment #2** to upload the summons. Describe the summons (es) under **Category** and or **Description**.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document

C:\Users\kness\Desktop\Sample PDFs\C Browse...

test

Attachments	Category	Description
1. C:\Users\kness\Desktop\Sample PDFs\T Browse...	Civil Cover Sheet	<input type="text"/> Remove
2. C:\Users\kness\Desktop\Sample PDFs\T Browse...	Summons	<input type="text"/> Remove
3. <input type="text"/> Browse...		<input type="text"/>

Next Clear

Petition for Writ of Habeas Corpus

Select **Petition for Writ of Habeas Corpus** from the **Available Events** menu. Clicking on the word places it in the Selected Event box. Click **NEXT**.

Complaints and Other Initiating Documents
[2:13-cv-00008 White v. Warden](#)

Available Events (click to select an event)

Complaint

Counterclaim

Crossclaim

Intervenor Complaint

Motion for Judgment Debtor Exam

Motion for Leave to Proceed In Forma Pauperis

Motion to Vacate/Set Aside/Correct Sentence (2255)

Notice of Receivership

Notice of Removal

Petition (Other)

Petition for Writ of Habeas Corpus

Petition to Enforce IRS Summons

Registration of Foreign Judgment

Request for Determination

Third Party Complaint

Next

Clear

Selected Event

Petition for Writ of Habeas Corpus

Select the Petitioner as the filer of the document.

Complaints and Other Initiating Documents
[2:13-cv-00008 White v. Warden](#)

Pick Filer

[Collapse All](#)

[Expand All](#)

Big Joe Warden res

Walter White, Jr pet

Select the filer.

Select the Party:

Warden, Big Joe [res]

White, Walter Jr [pet]

Next

Clear

New Filer

44

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[2:13-cv-00008 White v. Warden](#)

The following attorney/party associations do not exist for the above case (s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Walter White, Jr (pty:pet) represented by Clarence Darrow (aty) ☒ Notice

Next

Clear

Select the party or parties you are filing against.

NOTE: If there are multiple parties, hold down the Ctrl key and click on each of the desired parties, or click on the **All Defendants** radio button.

Complaints and Other Initiating Documents

[2:13-cv-00008 White v. Warden](#)

Pick Party

Collapse All

Expand All

Walter White, Jr pet

Big Joe Warden res

Please select the party that this filing is **against**

Select the Party:

OR

Select a Group:

White, Walter Jr [pet]

Warden, Big Joe [res]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next

Clear

New Party

Attach the Habeas Corpus Petition

All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size.

- Starting with the Main Document, click **Browse**.

Select the pdf document and any attachments.

Main Document

test

Attachments	Category	Description
1. <input type="text"/>	<input data-bbox="560 583 669 613" type="button" value="Browse..."/>	<input type="text"/>

Navigate to the appropriate directory and file on your computer to locate the Petition. Always check your document before you upload it. Right click on the filename and choose Open from the right click menu to do this.

With the file name highlighted, click Open, or simply Double click on the file name to upload the file to CM/ECF. Click **Next**.

Select the pdf document and any attachments.

Main Document

C:\Users\kness\Desktop\Sample PDFs\0

test

Attachments	Category	Description
1. <input type="text"/>	<input data-bbox="576 1386 685 1415" type="button" value="Browse..."/>	<input type="text"/>

The filing fee is \$5.00. (See page 58 for details on paying the filing fee)

Complaints and Other Initiating Documents

[2:13-cv-00008 White v. Warden](#)

Attorneys filing electronically must pay by credit card.

Accept filing fee amount by pressing the next button.

Fee: \$5

Notice of Removal

Select **Notice of Removal** from the Available Events menu. Clicking on the event name places it in the Selected Events box on the right.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Available Events (click to select an event)

- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership
- Notice of Removal**
- Petition (Other)
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Registration of Foreign Judgment
- Request for Determination
- Third Party Complaint

Selected Event

Notice of Removal

Click **NEXT**. Select the party you are representing in this case.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

[Collapse All](#) [Expand All](#)

☒ **Evergreen Gardens** pla

☐ **Grass Roots Inc** dft

Select the filer.

Select the Party:

Evergreen Gardens [pla]
Grass Roots Inc [dft]

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Grass Roots Inc (pty:dft) represented by Test Attorney 5 (aty) ☒ Notice

Now select the party or parties you are filing against. Click **NEXT**.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

[Collapse All](#)

[Expand All](#)

☒ Grass Roots Inc dft

☒ Evergreen Gardens pla

Please select the party that this filing is **against**.

Select the Party:

OR Select a Group:

Grass Roots Inc [dft]

Evergreen Gardens [pla]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Attach the Notice of Removal

All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size.

Starting with the Main Document, click **Browse**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

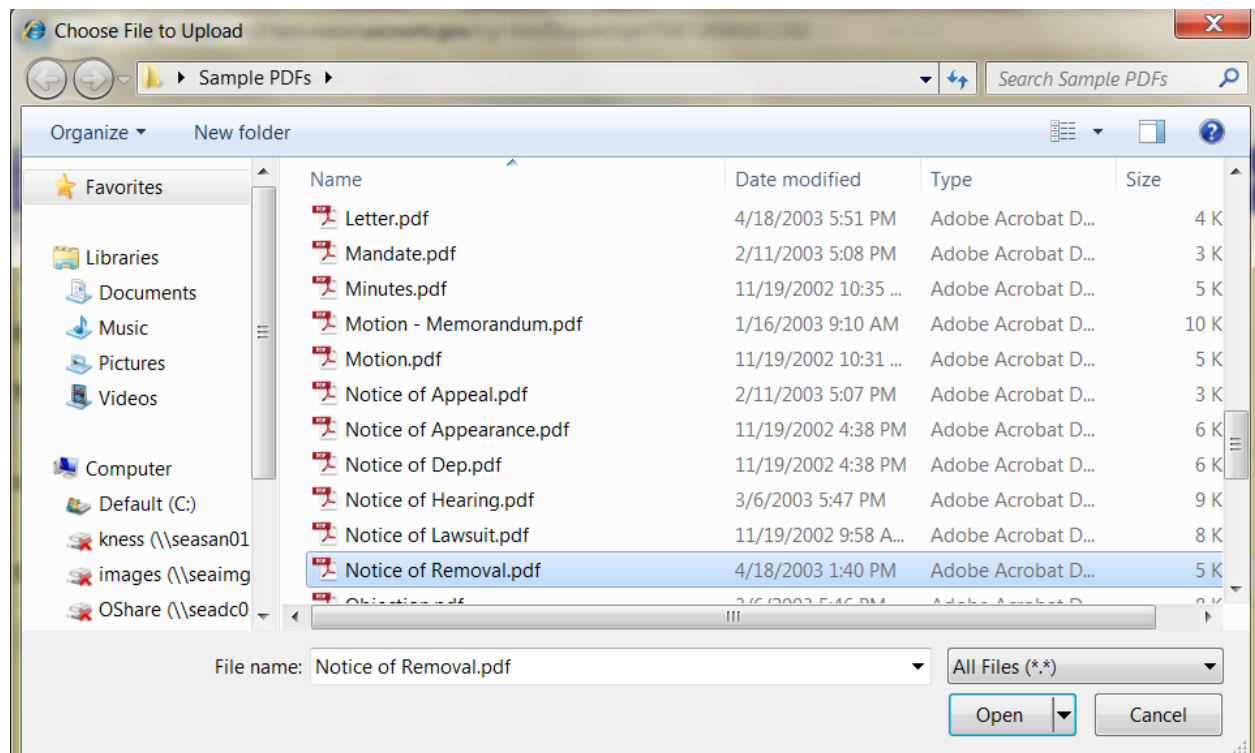
Select the pdf document and any attachments.

Main Document

test

Attachments	Category	Description
1. <input type="text"/> <input style="border: 2px solid red;" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Navigate to the appropriate directory and file on your computer to select the Notice of Removal.



After verifying it is the right Notice of Removal for this case, with the filename highlighted, click Open or simply double click on the file name.

Your document will display in the Filename area.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
C:\Users\kness\Desktop\Sample PDFs\ Browse...

test

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Click **Browse** under Attachment #1 to upload the Civil Cover Sheet.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

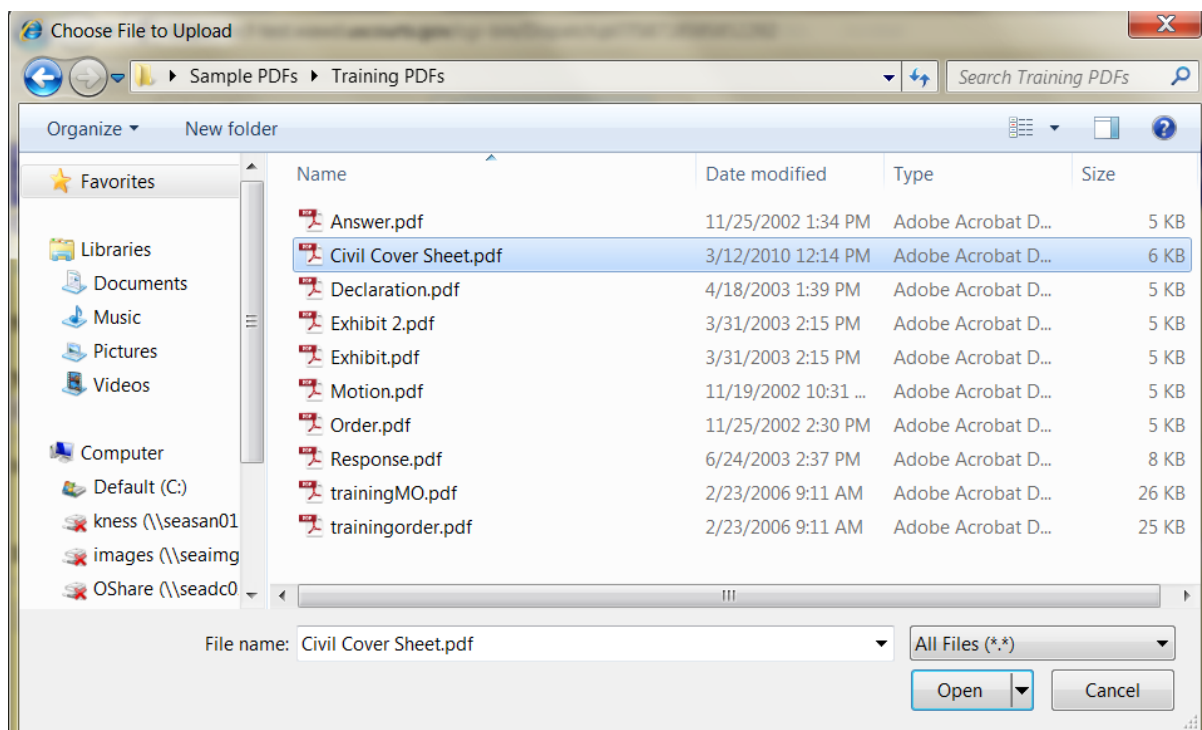
Main Document
C:\Users\kness\Desktop\Sample PDFs\ Browse...

test

Attachments	Category	Description
1. <input type="text"/> Browse	<input type="text"/>	<input type="text"/>

Next Clear

Navigate to the appropriate directory and file to locate the Civil Cover Sheet. To upload it, with the filename highlighted, click Open, or simply double click on the filename.



The file appears under Attachment #1. Describe it, either by using the **Category** drop-down box and/or the **Description** text box.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document

C:\Users\kness\Desktop\Sample PDFs\N Browse...

test

Attachments	Category	Description
1. C:\Users\kness\Desktop\Sample PDFs\T Browse...	Civil Cover Sheet	<input type="text"/> Remove
2. <input type="text"/> Browse...	Appendix Certificate of Service Civil Cover Sheet Errata Exhibit Proposed Acceptance of Plea Proposed Order Report on Copyrights (AO Form121) Report on Patents and Trademarks (AO Form120) Supplement Summons	<input type="text"/>

Next Clear

When you are done, click NEXT.

Motion for Leave to Proceed In Forma Pauperis

Select Motion for Leave to Proceed In Forma Pauperis from the Available Events menu. Click NEXT.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Available Events (click to select an event)

- Amended Complaint
- Amended Counterclaim
- Amended Crossclaim
- Amended Petition
- Application and Affidavit for Seizure Warrant
- Application for Stay of Execution
- Application for Writ of Garnishment
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion for Judgment Debtor Exam
- Motion for Leave to Proceed In Forma Pauperis**
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice of Receivership

Selected Event
Motion for Leave to Proceed In Forma Pauperis

Select the party you are representing in this case.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

[Collapse All](#) [Expand All](#)

☒ **Evergreen Gardens** pla

☐ **Grass Roots Inc** dft

Select the filer.

Select the Party:

Evergreen Gardens [pla]
Grass Roots Inc [dft]

This screen appears when the attorney appears in the case for the first time. Leave all boxes checked and click **NEXT**. This will add the attorney's information to the docket and activate electronic notice.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Evergreen Gardens (pty:pla) represented by Test Attorney 5 (aty) ☒ Notice

Next

Clear

Select the party or parties you are filing against. Click **NEXT**.

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Pick Party

[Collapse All](#)[Expand All](#)

Evergreen Gardens pla

Grass Roots Inc dft

Please select the party that this filing is **against**.

Select the Party:ORSelect a Group:

Evergreen Gardens [pla]

Grass Roots Inc [dft]

☒ No Group

☐ All Defendants

☐ All Plaintiffs

☐ All Parties

Next

Clear

New Party

Attach the IFP Application

NOTE: All additional documents to the IFP Application must be filed as attachments to the IFP. When your filing is complete, you should only see your IFP Application with attachments on the docket.

All documents must be in PDF format and cannot exceed 5 MB (megabytes) in size. Starting with Main Document, click **Browse**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

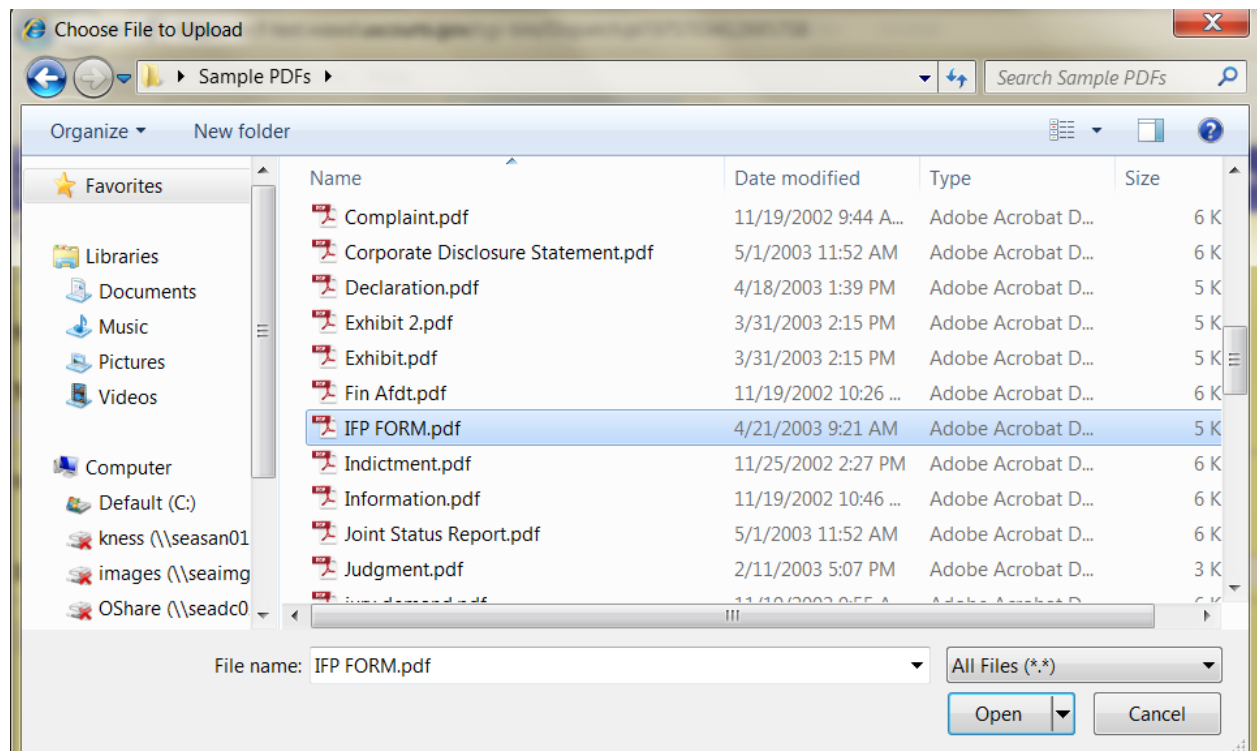
Select the pdf document and any attachments.

Main Document

test

Attachments	Category	Description
1. <input type="text"/> <input style="border: 2px solid red;" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Navigate to the appropriate directory and file on your computer to select the IFP application. After verifying that this is the correct IFP application, with the filename highlighted, click Open, or double click on the filename.



The application will appear in the Filename box.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
C:\Users\kness\Desktop\Sample PDFs\lf Browse...

test

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Attach the Complaint

To attach the Complaint, click **Browse** under **Attachment #1**.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
C:\Users\kness\Desktop\Sample PDFs\lf Browse...

test

Attachments	Category	Description
1. <input type="text"/> Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Navigate in the same manner to the appropriate directory. Double click on the filename to add it to the Filename area under Attachment #1.

Describe the attachment, either by using the drop-down box and/or the description text box.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
C:\Users\kness\Desktop\Sample PDFs\lf Browse...

test

Attachments	Category	Description
1. C:\Users\kness\Desktop\Sample PDFs\lf Browse...		Complaint Remove
2. Browse...		

Next Clear

Repeat these steps for the Civil Cover Sheet, Summons, and any additional documents you wish to file. The fields expand as you add more attachments.

Complaints and Other Initiating Documents
[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Select the pdf document and any attachments.

Main Document
C:\Users\kness\Desktop\Sample PDFs\lf Browse...

test

Attachments	Category	Description
1. C:\Users\kness\Desktop\Sample PDFs\lf Browse...		Complaint Remove
2. Browse...		

Next Clear

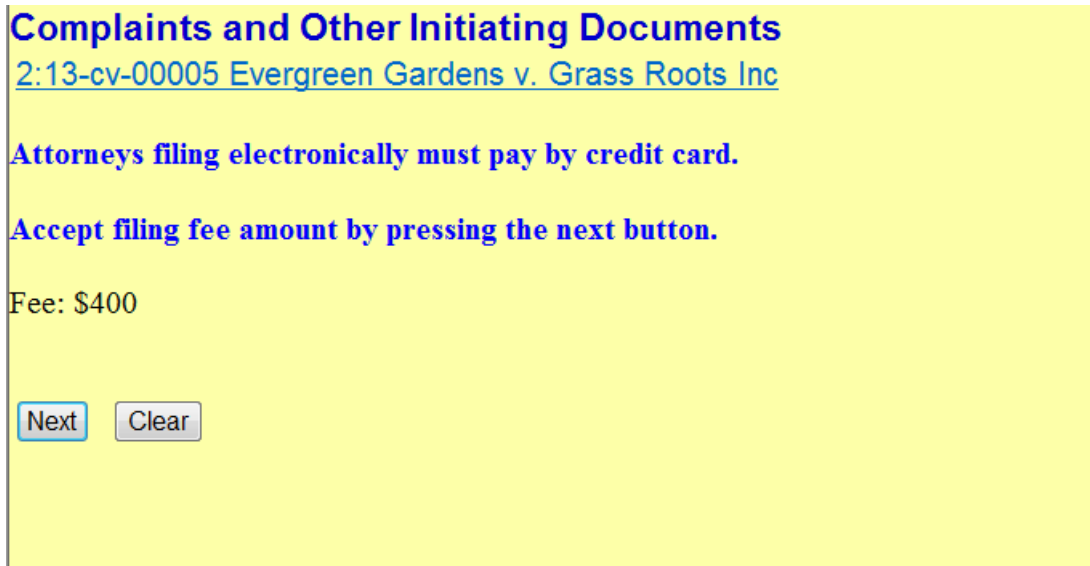
When you are done, click **NEXT**.

NOTING DATE

The **Motion for Leave to Proceed In Forma Pauperis** does **NOT** get noted. You will not see a request to note your motion. Proceed through the remaining screens by selecting NEXT to complete your filing.

PAYING THE FILING FEE

If you are filing a Complaint, Habeas Petition, or Notice of Removal, this screen appears after you attach your documents. **Please refer to Page 2 for filing fee requirements.**

A screenshot of a web interface for filing fees. The background is yellow. At the top, the text "Complaints and Other Initiating Documents" is in blue. Below it, the case number "2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc" is in blue and underlined. In the center, two lines of blue text state: "Attorneys filing electronically must pay by credit card." and "Accept filing fee amount by pressing the next button." Below this, the text "Fee: \$400" is in black. At the bottom left, there are two buttons: "Next" (highlighted with a blue border) and "Clear" (a standard grey button).

ECF verifies the filing fee amount and directs you to press **NEXT** to accept.

Press **NEXT** to proceed to the first of two Pay.gov screens, where you enter payment information. The Pay.gov website will launch.

CAUTION! Do not use the browser Back button in the **Pay.gov** screens. This may result in duplicate billing of the filing fee as well as an incomplete transaction. Use the navigation hyperlinks in **Pay.gov** whenever possible.

Problems or Questions with Your Billing?

- **Credit Card Payments:** If you believe you've been billed in error, call the Clerk's Office Financial Department at 206-370-8415, or send an e-mail to: SeaFin@wawd.uscourts.gov.
- **ACH payments:** If Pay.gov does not accept your payment, you must contact your bank. Do not contact the court.

PAY.GOV PAYMENT SCREEN

Option#1: Bank Account Debit (ACH)

This option allows Pay.gov to withdraw the filing fee from your checking or savings account.

[Online Payment](#)[Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: Test Attorney 5 *

Payment Amount: \$400.00

Account Type: Business Checking *

Routing Number: 028593948 *

Account Number: 2022883944 *

Confirm Account Number: 2022883944 *

Check Number: 1234

Routing Number

Account Number

Check Number

028593948

2022883944

1234

Payment Date: 04/19/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

Enter Payment Information

- Complete all required fields marked with a red asterisk. (*)
- Account type options are:
 - Personal Checking
 - Personal Savings
 - Business Checking
 - Business Savings.
- Click **Continue with ACH Payment**.

Option #2: Credit/Debit Card Option

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$400.00

Billing Address: *





Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Enter Payment Information

- Complete all required fields marked with a red asterisk. (*)
- Click **Continue with Plastic Card Payment**.

Authorize Payment

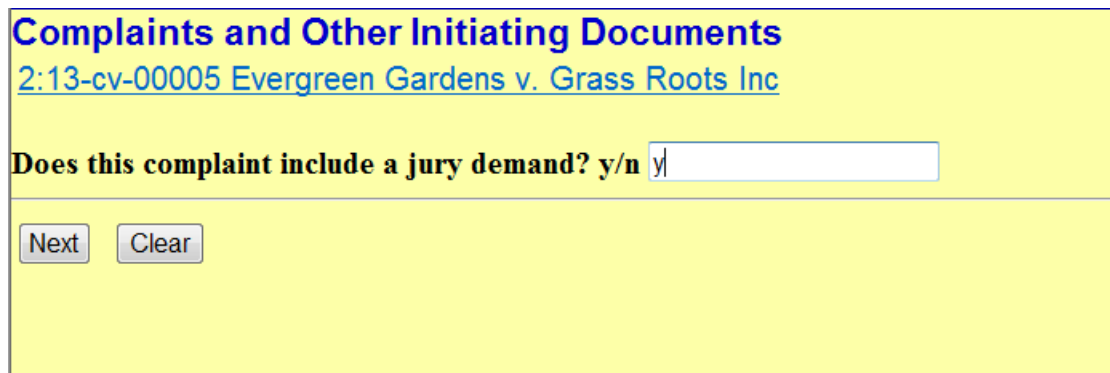
- Enter your e-mail address for confirmation.
- You can also select additional e-mail addresses in the **CC:** field.
- Check the **Authorization and Disclosure Agreement** box.
- Click **Submit Payment**. ECF will return you to the case opening program to complete the process.

Online Payment		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder Name: Test Attorney 5 Billing Address: 5 LEGAL STREET Billing Address 2: City: SEATTLE State / Province: WA Zip / Postal Code: 98101 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$400.00 Transaction Date and Time: 04/17/2013 18:17 EDT
Email Confirmation Receipt		
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.		
Email Address: <input type="text" value="testattorney@wawd.uscourts.gov"/>		
Confirm Email Address: <input type="text" value="testattorney@wawd.uscourts.gov"/>		
CC: <input type="text"/> <small>Separate multiple email addresses with a comma</small>		
Authorization and Disclosure		
Required fields are indicated with a red asterisk *		
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. <input checked="" type="checkbox"/> *		
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.		
<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>		
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.		

COMPLETING THE CASE OPENING PROCESS

After completing the payment screens, CM/ECF returns you to the case opening program to complete the process.

Enter “y” for yes, or “n” for no, at the prompt for a jury demand, then select “NEXT.”



Complaints and Other Initiating Documents
2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc

Does this complaint include a jury demand? y/n

You have one opportunity to describe your document by entering text in the box if appropriate and then select the “NEXT” button.



Complaints and Other Initiating Documents
2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc

Docket Text: Modify as Appropriate.
COMPLAINT for damages[] against defendant(s) Grass Roots Inc (Receipt # 0981-2771386) , filed by Evergreen Gardens. (Attachments: # (1) Certificate of Service, # (2) Summons) (Test Attorney S,)

This screen displays the final text as it will appear on the docket.
Review this carefully; because once you click on the “NEXT” button, you will have no further opportunity to modify any part of this transaction.

If the information entered is correct, select “NEXT.”

Complaints and Other Initiating Documents

[2:13-cv-00005 Evergreen Gardens v. Grass Roots Inc](#)

Docket Text: Final Text

COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-2771386), filed by Evergreen Gardens. (Attachments: # (1) Certificate of Service, # (2) Summons)(Test Attorney 5,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):

C:\Users\kness\Desktop\Sample PDFs\Complaint.pdf pages: 1

C:\Users\kness\Desktop\Sample PDFs\Training PDFs\Civil Cover Sheet.pdf pages: 1

C:\Users\kness\Desktop\Sample PDFs\summons executed.pdf pages: 1

[Next](#)

[Clear](#)

NOTICE OF ELECTRONIC FILING

Once the docket text has been finalized, you will see the **Notice of Electronic Filing** screen which tells you that your document has been filed, and who has been electronically notified of this new case.

U.S. District Court

[Test Application] United States District Court for the Western District of Washington

Notice of Electronic Filing

The following transaction was entered by Test Attorney 5, on 04/17/2013 at 3:22:11 PM PDT and filed on 04/17/2013

Case Name: Evergreen Gardens v. Grass Roots Inc

Case Number: [2:13-cv-00005](#)

Filer: Evergreen Gardens

Document Number: [1](#)

Docket Text:

COMPLAINT for damages against defendant(s) Grass Roots Inc (Receipt # 0981-2771386), filed by Evergreen Gardens. (Attachments: # (1) Civil Cover Sheet # (2) Summons)(Test Attorney 5,)

2:13-cv-00005 Notice has been electronically mailed to:

Test Attorney 5 testattorney5@example.com

Jon Smith jsmith@example.com

2:13-cv-00005 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

Just a Reminder!

Follow these steps to file an emergency matter:

- **Open the case.**
- **File your emergency matter documents.**
- **Have your case number ready.**
- **Immediately call the Clerk's Office.**
 - **206-370-8400**
- **The Clerk's Office will assign a judge to your case and notify them of the emergency.**
- **To ensure that your case receives the immediate attention it needs, please file prior to 4:30 P.M.**